

AMENDMENT  
**AGR VACANCY ANNOUNCEMENT**

**ARIZONA AIR NATIONAL GUARD**

**ACTIVE GUARD AND RESERVE**

**HUMAN RESOURCE OFFICE**

5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495

PHONE (602) 629-4809; DSN 853-4809

WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)

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**ANNOUNCEMENT NUMBER: 07-254A OPENING DATE: 13-Jul-2007 CLOSING DATE: 10-Aug-2007**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Amended 16 July 2007: SUPERVISORY CONTRACT SPECIALIST, GS 1102 11, TC80000000, TSgt/E6 - SMSgt/E8 \*See Notes**

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**APPOINTMENT FACTORS: OFFICER ☐ ENLISTED ☒**

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**LOCATION OF POSITION:**

**162nd Fighter Wing, Tucson, Arizona**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants must submit a copy of their current physical examination and a copy of their most recent PT test score card. Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, **applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.**

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**NATIONAL GUARD REQUIREMENTS:**

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of or eligible for membership in the Arizona Air National Guard 162nd FW and must possess the following AFSC: 6C051.

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current and those eligible for membership in the 162nd FW, Tucson, Arizona Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

**NOTE:** Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

**NOTE:** This position is subject to rotating or night shift work.

**NOTE:** Applicant must possess or be able to obtain a secret clearance.

**NOTE:** Achievement of Level II Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234) within 18 months of hire.

**NOTE:** Applicant must be a TSgt/E6 or above to be considered for this position.

**NOTE:** This position is being concurrently announced with Technician Announcement 07-254T.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of contracting principles and procedures applicable to pre-award and post-award actions sufficient to award and administer contracts for services, supplies, and construction to the extent of contract authority.
2. Knowledge of applicable business practices and market conditions sufficient to identify potential contractors and to evaluate bid responsiveness, contractor responsibility and performance.
3. Knowledge of cost and price procedures and techniques to evaluate bids or offers on the basis of competition, historical costs, reports for auditors or technical specialist.
4. Knowledge of contract termination procedures sufficient to; review and analyze settlement proposals, technical evaluations, and contractor claims and recommend allowable costs; and negotiate settlements with contractors.
5. Ability to write reports and correspondence in clear, concise language in appropriate form and style.
6. Ability to effectively communicate both orally and in writing.

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Experience in establishing project objectives and timeframes, develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service, provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications.

**BRIEF JOB DESCRIPTION:** This position is located in the ANG Base Contracting Office, which performs a variety of contracting functions for base and tenant activities. Its purpose is to: (a) serve as Chief of the branch, directly supervising personnel engaged in procuring various supplies, services and construction, and (b) contract for a variety of nonrecurring technical and complex acquisitions, which frequently require special handling, revisions and/or other specialized terms through sealed bid and negotiated contracting procedures with some contracts covering more than one year. Serves as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Establishes project objectives and timeframes. Develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service. Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives and regulations. Prepares invitations for bid (IFB) for sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, special provisions, items descriptions and regulatory/statutory requirements are included. Develops source list of responsible contractors. Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Provides administrative coordination and complete contract management. Serves as a centralized clearing point for all matters affecting the contract including changes, invoices, payments, fund obligations and adjustments, claims disputes, terminations, travel allowances, quality and performance. Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services primarily through competitive bid procedures.

**SELECTING OFFICIAL:** Lt Col Karen Bence

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